

Financial  
24 June 1975

OFFICE OF FINANCE NO. 17-75


SUBJECT: Automation of Property Requisitioning  
Authority (PRA) System

1. PURPOSE

Effective 1 July 1975, the Property Requisitioning Authority (PRA) System will be automated for FY 1976 encumbrances. On that day the Inventory Control System (ICS) will begin to capture encumbrance data directly from the property requisition (Form 88) at the Document Control Number (DCN) line item level. This data will be communicated periodically to the accounting system and matched against issues. A computerized liquidation process similar to that used for obligations will be utilized to indicate the status of each line item. At the end of each month a new Encumbrance Status Report will be produced from the accounting system and distributed to each component for review and retention. The accounting system will also communicate this data to the Financial Resources System (FRS) at the FAN/SOC level. This capability will exist for FY 1976 data only.

2. PROCEDURES

- a. Because automation of PRA is based on capturing encumbrance data at the line item level, Budget and Fiscal Officers will assure that the unit price and extended price are shown for each line item of a requisition. Requisitions against FY 1976 authority, including those received from field installations which impact on PRA, will not be processed unless so completed. Any incomplete requisitions received in the Office of Logistics will be sent (or returned) to the applicable headquarters component for completion.
- b. Office of Logistics Memorandum OL 52313, dated 15 May 1975, requires Logistics Officers assigned to Agency components to provide the necessary pricing information on requisitions which originate in their components. However, in components which have no assigned Logistics Officers, the Budget and Fiscal Officer should look to the requestor to provide the actual or estimated price for each line item.
- c. Budget and Fiscal Officers will be responsible for maintaining and reviewing the Encumbrance Status Reports to ascertain the validity of data, including the proper liquidation of encumbrances.
- d. PRA records will continue to be maintained manually for fiscal years prior to FY 1976.

  
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Director of Finance

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